Peralta Community College District
Distance Education Checklist

This checklist was developed as a tool for PCCD faculty, staff, and administrators to use with any aspect of distance education. It is not intended to serve as a regulatory document. Instead, it was designed to serve as a baseline guide of the parameters for, and best practices in, distance education.

Curriculum and Delivery Format

<table>
<thead>
<tr>
<th>Required instructional hours for this class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 100% online — All aspects of course (orientation, instruction, assignments, testing, etc.) delivered 100% online</td>
</tr>
<tr>
<td>☐ Hybrid — Course will include online and face-to-face delivery</td>
</tr>
</tbody>
</table>

Authentication

| Class is taught within the Peralta Community College District LMS - currently Moodle |
| Instructor uses Peralta email for class and instructor/student communication |

Course Content and Learning Activities

<p>| Course Outline of Record (COR) used to design and set up course content |</p>
<table>
<thead>
<tr>
<th>Mode of Content Presentation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Instructor created written content</td>
<td></td>
</tr>
<tr>
<td>☐ Instructor created video content</td>
<td></td>
</tr>
<tr>
<td>☐ Instructor created content (other)</td>
<td></td>
</tr>
<tr>
<td>☐ Instructor curated outside/web content</td>
<td></td>
</tr>
<tr>
<td>☐ Instructor curated publisher content</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Student Interaction with Content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Read / watch / listen to content</td>
<td></td>
</tr>
<tr>
<td>☐ Forums / blogs / Wikis</td>
<td></td>
</tr>
<tr>
<td>☐ Chat sessions</td>
<td></td>
</tr>
<tr>
<td>☐ Group Projects</td>
<td></td>
</tr>
<tr>
<td>☐ Written papers</td>
<td></td>
</tr>
<tr>
<td>☐ Internet research</td>
<td></td>
</tr>
<tr>
<td>☐ Quizzes, tests, exams</td>
<td></td>
</tr>
<tr>
<td>☐ Journal writing</td>
<td></td>
</tr>
<tr>
<td>☐ Simulations / exercises</td>
<td></td>
</tr>
<tr>
<td>☐ Social Media</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>
## Student-Instructor Interaction

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td>Email / Messaging</td>
<td></td>
</tr>
<tr>
<td>Forums / Blogs / Wikis</td>
<td></td>
</tr>
<tr>
<td>Video Conferencing</td>
<td></td>
</tr>
<tr>
<td>Chat Sessions</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
</tr>
<tr>
<td>Response to student work</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

## Student-Student Interaction and Community Building

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forums / blogs / Wikis</td>
<td></td>
</tr>
<tr>
<td>Group Projects</td>
<td></td>
</tr>
<tr>
<td>Group Chat Sessions</td>
<td></td>
</tr>
<tr>
<td>Group Video Conferencing</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

## Accessibility

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close-captioning for videos</td>
<td>Text descriptions for detailed visuals</td>
</tr>
<tr>
<td>Transcription for audio</td>
<td>Formatting and coding for tables</td>
</tr>
<tr>
<td>Alt labels for images</td>
<td>Other</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

## Student Support and Success

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Outline of Record (COR), syllabus, and online content are clearly aligned</td>
<td>Tutoring</td>
</tr>
<tr>
<td>Online student support services and resources (information &amp; links) are indicated in the syllabus and in the shell</td>
<td>Services and resources for students with disabilities</td>
</tr>
<tr>
<td>Admissions &amp; Records</td>
<td>Other</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Other</td>
</tr>
<tr>
<td>Assessment</td>
<td>Other</td>
</tr>
<tr>
<td>Counseling</td>
<td>Other</td>
</tr>
<tr>
<td>Library</td>
<td>Other</td>
</tr>
</tbody>
</table>